



## **PG Management Group, LLC**

### **APPLICATION QUALIFICATIONS**

#### **APPLICATION FEE**

Please be prepared to pay a total of a **\$75 application fee** (per applicant, 18 years of age and over that will be living in the property) Application fees are non-refundable . Each resident over the age of 18 must submit a separate rental application.

\$65 will be for your Background Screening (to be paid at the time of application)

\$10 will be for our Automated Income Verification by The Closing Docs. (to be paid at the time Income Verification)

#### **VIEWING**

Please make sure you have viewed this property in person or have had someone you know view this property on your behalf. Please feel free to use the website [www.CrimeReports.org](http://www.CrimeReports.org) or call the local Police Department for area information.

#### **PET SCREENING | NOTICE TO ALL RESIDENTS & APPLICANTS**

Everyone must complete the screening process. This is not only for pet and animal owners but also for residents and applicants that DO NOT own a pet or animal. <https://pgmtgroup.petscreening.com>

#### **ADDITIONAL INFORMATION**

To complete this rental application, you must be prepared to provide 3 years of residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income, and please note that most properties require that the applicant's combined gross income is at least three (3) times the monthly rent amount.

#### **DOCUMENTATION REQUIRED TO PROCESS APPLICATION**

##### **VERIFICATION OF IDENTITY**

Valid government issued photo identification must be presented at application submission. Acceptable forms of identification include a government issued passport, state issued driver's license or identification card, or a United States Military ID. (CLEAR PHOTO is ok...DO NOT FAX) All applicants must provide proof of a valid Social Security Number or Individual Taxpayer Identification Number.

##### **VERIFICATION INCOME**

Please expect an income verification request via both an email and a text from The Closing Docs, a fully encrypted and secure service, which may eliminate the need for actual bank statements. This verification should be completed within 24 hours of receipt, or you may lose out on the property you are applying for.

Income must be verifiable, legitimate, and full copy sent. (DO NOT SEND SCREENSHOTS OR PHOTOS) Income must be greater than or equal than 3 times the monthly rent. Proof of income in the form of 1 months worth of recent paystubs or other income statements covering the last 6 months of income must be submitted. The total household gross income must be at least three times the amount of one month's rent.

Applicants who hold jobs that are commission based only; base salary plus commission, tips or bonuses; are considered self-employed. Self employed applicants will need to submit the previous year's tax returns, the previous two months personal bank statements and any other evidence of financial ability to pay.



- Pay Stubs: Primary proof of income for any W-2 employees
- Tax Returns: Primary proof of income for self-employed small business owners
- Bank Statements: Secondary documents used to corroborate pay stubs, tax returns, or Social Security benefits, would need last 2 bank statements
- Letter from Employer: Secondary documentation used with W-2 employee pay stubs
- Profit and Loss Statement: Secondary proof of income for self-employed tenants
- Social Security Benefits Statement: Primary proof of income for retirees
- Court Ordered Agreement: Primary proof of income for those collecting alimony or similar payments

## **CREDIT REPORT | NATIONWIDE EVICTION | NATIONWIDE CRIMINAL HISTORY**

Review of Denial for Criminal Convictions within the last 7 years (see more info below)

- No Prior Evictions (within the last 3 years)
- Satisfactory rental history with current or previous landlords
- Credit score 600+ (scores below 600 may still be considered and entertained)
- Gross Monthly Income equal to least 3x the monthly rent
- No Unpaid Utilities or Utility Service in Collections

Landlords and managers who use criminal background checks as part of the tenant screening process may reject an applicant with a criminal record that shows any of the following below\*

\*Criminal Convictions within the last 7 years:

- Conviction of crimes involving the manufacture, sale or distribution of controlled substances
- Conviction of crimes involving intentional damage of property or bodily harm
- Conviction of crimes involving solicitation or prostitution (sexual related offenses) within any period of time

## **MULTIPLE APPLICATIONS**

Please understand that we may receive multiple applications on our properties. The screening process starts as soon as we receive your rental application, and you may lose out if you do not provide/upload the required documentation (in the required format) with your submitted application. We process all submitted applications in order to select the most qualified applicant.

Please reach out to PG Management Group, LLC if you have any questions.

## **TENANT LIABILITY INSURANCE**

### **Required Property Damage Liability Insurance: NOTICE!**

All Residents are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge, and sewer backup. **Residents are required to name PG MANAGEMENT GROUP, LLC as an "Interested Party".**

Such a policy shall be written not contributing with and will be in excess from coverage that Landlord may carry, and must waive all rights of subrogation against Landlord and Property Manager. It is agreed that Landlord carries insurance for its protection and that the Resident is not a beneficiary of such insurance. Resident shall be responsible to Landlord for all costs of repair for damages as stated in the Lease regardless of existing Landlord insurance.



### **Using an Insurance Provider Outside of Property Manager Preferred Vendor:**

Tenants may **OPT OUT** of purchasing this required insurance through landlord's preferred insurance provider at any time by providing written proof of the following three items:

- Evidence of Required Insurance levels to show the Policy is in effect, when it will start & end, and who is named on the policy.
- PG Management Group, LLC must be named as an "Additionally Interested" party to the insurance binder provided by the tenant.
- The Tenant Liability coverage has to be equal to or greater than \$100,000 in Tenant Liability

**Cost through PG Management Group, LLC:** \$9.00 per month plus a reasonable monthly administration fee; of \$3.00 for a total of \$12.00 per month , per lease. Residents are required to carry Tenant Liability Insurance. Unless a Resident Opts Out of this insurance by following the steps above, a policy will be automatically provided to the Resident for \$12.00 per month.

**Failure to Maintain Insurance:** If the tenant's coverage for their independently self-procured tenant liability insurance is lapsed by either non-payment or non-renewal after lease execution, PG Management Group, LLC will place that Resident under this program by default for \$12.00 per month plus a one-time \$25.00 set-up fee.

**Disclosure:** PG Management Group, LLC is not an insurance company. The Tenant Liability Insurance program is provided by Great American Insurance company and brokered through Beecher Carlson Insurance Company

**Coverage Notice:** By electing the Tenant Liability Insurance through Landlord's preferred provider via the automatic program set forth above, Resident will not be listed as a named insured under the Landlord's policy. The Tenant Liability Insurance policy is not designed to replace a Renter's Personal Insurance Policy. No coverage is provided to insure tenant contents with this policy.

## Rental Application

Please PRINT Clearly-Applications we are unable to read will be sent back.

Applicant Information			
<b>Property Address:</b>			
Requested Move In Date:			
Name:			
Date of birth:	SSN:	Phone:	
Email address:		Driver's License State and Number:	
Current address:			
City:	State:	ZIP Code:	
Own    Rent    (Please circle)	Monthly payment or rent:		How long?
Landlord:	Email:	Phone:	
Reason For Leaving:			
Previous address:			
City:	State:	ZIP Code:	
Owned    Rented    (Please circle)	Monthly payment or rent:		How long?
Landlord:	Email:	Phone:	
Reason For Leaving:			
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly    Salary    (Please circle)		Annual income:
Previous employer:			
Previous employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly    Salary    (Please circle)		Annual income:
Emergency Contact			
Name of a person NOT residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Dependents (anyone under the age of 18)			
Name:		DOB:	
Name:		BOB:	
Name:		BOB:	
Pets			
Do you have any pets?    YES    NO		Have you completed the Pet Screening Online:    YES    NO	
Do you have pet insurance?    YES    NO		Policy # and Expiration Date:	
Breed:	Weight:		Age:
Breed:	Weight:		Age:

References		
Name:	Address:	Phone:

Vehicles				
Make	Model:	Color:	Tag #:	
Make:	Model:	Color:	Tag #:	Year:
Make:	Model:	Color:	Tag #:	Year
Make:	Model:	Color:	Tag #:	Year:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.				

**Additional Questions:**

	YES	NO
Did you use a Real Estate Agent to view this property? Name of Agent and Company:		
Have you ever been convicted of a crime or do you have any PENDING charges? If so, please describe:		
Have you ever filed a lawsuit against a Landlord? If so, please describe:		
Do you have a water bed, aquarium, or any other water filled furniture? If so, please describe:		
Are you applying for this property SIGHT UNSEEN?		
If you answered YES and are applying for this property SIGHT UNSEEN, you agree that you have done your research about the area Do you agree that you do not have any issues or concerns about the area of the property you are applying for?		
Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? If so, please describe:		
Do you have any questions or concerns about the property BEFORE we process your rental application? ***Application will not be processed until your questions are answered. Once your questions are answered, we will start processing.*** If so, please explain:		
Do you understand the documentation required to process your application and understand that your application will not be considered complete or processed until we receive this required documentation?		



Do you understand, that upon approval, you will need to OVERNIGHT the required funds listed in your OFFICIAL NOTICE OF APPROVAL to PG Management Group, LLC?		
Did you attach your required documentation?		
Do you have any pets? If so, what are the breeds and weights? Did you complete the Pet Screening at <a href="https://pgmgtgroup.petscreening.com">https://pgmgtgroup.petscreening.com</a>		
Did you use Pamela Greene or Ian Pain, with PGMG to view this property?		
Do you understand that an incomplete application may delay your application process?		
Did you fill in all the correct information in the previous sections?		
Applicant understands that if your social security number cannot be verified (this includes TYPOS), additional documentation will be requested as SSN proof. This will cause us to have to re-screen your application with an additional charge of \$65.		
What is the Property Address you are applying for (address, city, state, and zip code):		
Applicant agrees when submitting your email address and mobile number, you consent to receiving email and SMS messages from PG Management Group using an automatic system. Message and data rates may apply.		

Are you currently in the military service with the Army, Navy, Air Force, Marines, Coast Guard, or National Guard as defined in the Servicemembers Civil Relief Act (50 U.S.C Section 3911 et seq) (the "SCRA")?		
Are you currently a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration?		

Application fee of \$75 Money Order or Cashier's Check with a paper application. Applications will NOT be processed until the application fee has been paid.

If you are paying by Money Order, please make payable to PG Management Group, LLC and deliver or mail to:

**PG Management Group, LLC**  
**3139 Amity Ct. Suite 300**  
**Charlotte, NC 28215**

Thank you for applying to lease a property through PG Management Group, LLC.  
 Your application may take approx. 2-4 Business Days to completely process.  
 We will notify you as soon as we have completed the screening process.

Applicant Signature:	Date Signed:
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Authorization Form

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

PG MANAGEMENT GROUP LLC ("the Company") may obtain information about you from a consumer reporting agency for tenant screening purposes. Thus, you may be the subject of a consumer report and/or an investigative consumer report which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security trace, employment and rental references, credit history and eviction history. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for residency is an investigation into your education and/or employment history conducted by ("Agency"). ACRAnet, 521 West Maxwell Ave Spokane, WA 99201, Phone: (509) 324-1200, Fax: (509) 324-1240, or another outside organization. This Disclosure and Authorization allows the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if approved for residency, throughout the course of your tenancy to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**Maine, Massachusetts, and New Jersey applicants or residents only:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of consumer reports and/or investigative consumer reports at any time after receipt of this authorization and, if I am approved for residency, throughout my tenancy. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ACRAnet, 521 West Maxwell Ave Spokane, WA 99201, Phone: (509) 324-1200, Fax: (509) 324-1240, (:cra\_website:), another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**California applicants only:** Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California Law.

I understand that signing and clicking on the "Next" button below constitutes my electronic signature, dated as of when I click on the "Next" button, and that by doing so:

- I am authorizing ACRAnet to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling ACRAnet at Phone: (509) 324-1200, Fax: (509) 324-1240

X

Signature

Date Signed: \_\_\_\_\_